

BARDA Digital Resources (BDR) BAA Submission Overview

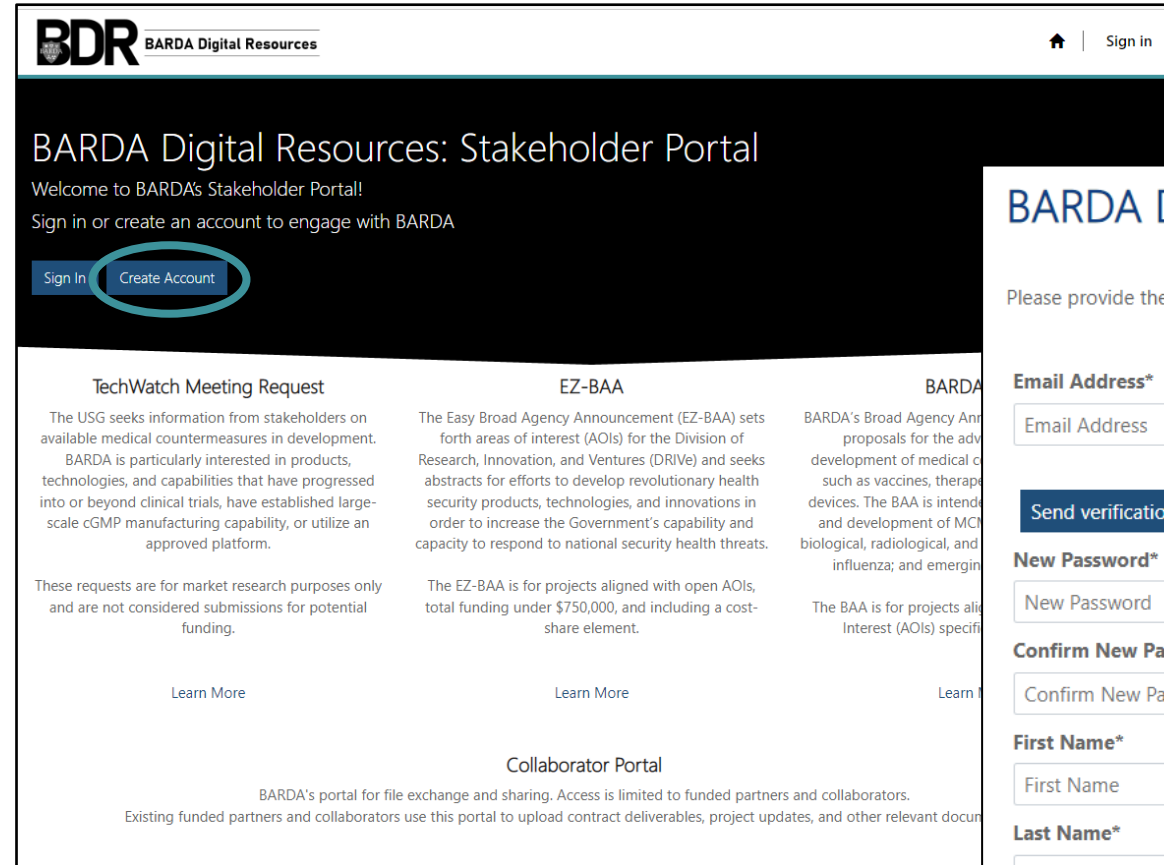
Version 4
August 2024

BDR Portal Account

Module 1 – Creating a BDR Portal Account

Creating a BDR Portal Account

- Open browser and navigate to: <https://bdr.hhs.gov>
- From the BDR Stakeholder Portal homepage, click **Create Account**.
- Users are redirected to the Registration page.
- Within the Registration page, enter the required contact fields.
- Click **Create** when done.



BARDA Digital Resources Portal

Please provide the following details.

Email Address*

Send verification code

New Password*

Confirm New Password*

First Name*

Last Name*

Create **Cancel**



For optimal experience, please use Google Chrome as your browser when accessing the BDR Portal.

Verifying a BDR Portal Account

- Enter your **email address** and click the link **Send Verification Code** to receive a system-generated email with the subject **account email verification code**.
- Enter the **Verification code** and click **Verify Code**.
- Click **Continue**.

BARDA Digital Resources Portal

Please provide the following details.

Verification is necessary. Please click Send button.

Email Address

Test.User@test.com

Send verification code

Cancel

Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address

s****@snider.com

Verification code

Verify code **Send new code**

Cancel

E-mail address verified. You can now continue.

Email Address

Test.User@test.com

Continue **Cancel**

Logging into BDR Portal

- Click **Accept** to accept the Privacy and Security Notification.
- From the BDR Portal Landing Page click **BAA Home** to access the BAA Submission page.

Privacy & Security System Use Notification

You are accessing a U.S. Government information system,

- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:
 - You have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system. At any time, for any Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.
- Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.
- Personally Identifiable Information (PII) collected by this system will be accessible to HHS/ASPR/BARDA staff and used to facilitate communication with you and partner organizations. PII will not be shared with other organizations as a standard practice. There will be exceptions in extenuating circumstances when the HHS Secretary declares an emergency. This message will be updated when changes to PII policy are implemented. Please contact BDR_Admin_Inbox@hhs.gov with any questions or concerns.



Accept

Cancel

BARDA BAA

BARDA's Broad Agency Announcement (BAA) solicits proposals for the advanced research and development of medical countermeasures (MCMs) such as vaccines, therapeutics, diagnostics, and devices. The BAA is intended for advanced research and development of MCMs to counter chemical, biological, radiological, and nuclear threats; pandemic influenza; and emerging infectious diseases.

The BAA is for projects aligned with open Areas of Interest (AOIs) specific to the solicitation.



BAA Home

[Learn More](#)



To request an update to the email address associated with your account, please reach out to BDR_Admin_Inbox@hhs.gov.

Creating a BDR Portal Profile

- From any page, click on **Your Name** and **Profile** to access your profile page.
- Within the profile page, a user can update contact information such as their name, phone number, title, and referral source. Click **Update** to save changes.
- Click the **Home icon** (🏠) to return to the BDR Portal landing page.

The screenshot shows the BDR Portal Profile page. At the top, there is a navigation bar with the BDR logo and 'BARDA Digital Resources'. To the right of the logo is a home icon (🏠) and a list of links: TechWatch, EZ-BAA, BAA, Collaborator, and Name. A blue arrow points to the 'Name' link. Below the navigation bar, the profile page is displayed. On the left, there is a user profile card for 'Test User' with a placeholder image and a 'Profile' link. Below this is a 'Security' section with a 'Change Password' link. The main content area contains several form fields: 'First Name *' (Test), 'Middle Name', 'Last Name *' (User), 'Email *' (Test.User@test.com), 'Primary Phone' (555-555-5555), 'Mobile Phone' (555-111-1111), 'US Citizen' (Yes), 'Contact Type', and 'Job Title' (Technical Writer). A blue arrow points to the 'Last Name *' field. Below these fields is a question 'How did you learn about BARDA?' with an 'Add' button. At the bottom, there is a table with columns 'Referral Source Type ↑' and 'Referral Source Note', containing the entry 'ASPR.hhs.gov'. A blue arrow points to the 'Update' button at the bottom left of the form.

General BDR Navigation

Module 2 – General BDR Navigation

Logging into the BDR Portal

- After creating a BDR Portal account, log-in by clicking **Sign In** at: <https://bdr.hhs.gov/>
- Enter **Email Address** and **Password**, click **Sign In**.
- Click **Send verification code**.
- Enter the security code, click **Verify code**.
- Click **Continue**.

The image illustrates the login process through five sequential screenshots:

- Home Page:** The BDR (BARDA Digital Resources) Stakeholder Portal. The "Sign In" button is circled in red.
- Sign In Form:** A form titled "Sign in with your email address" with fields for "Email Address" (containing "Test.User@test.com") and "Password". A "Sign in" button is highlighted with a red arrow.
- Send Verification Code:** A modal dialog box with the text "Verification is necessary. Please click Send button." and a "Send verification code" button highlighted with a red arrow.
- Verify Code:** A modal dialog box with the text "Verification code has been sent to your inbox. Please copy it to the input box below." and a "Verify code" button highlighted with a red arrow.
- Continue:** A final modal dialog box with the text "E-mail address verified. You can now continue." and a "Continue" button highlighted with a red arrow.

Accept Privacy and Security Notification

- Click **Accept** to accept the Privacy and Security Notification.

Privacy & Security System Use Notification

You are accessing a U.S. Government information system,

- *Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.*
- *By using this information system, you understand and consent to the following:*
 - *You have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.*
- *Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.*
- *Personally Identifiable Information (PII) collected by this system will be accessible to HHS/ASPR/BARDA staff and used to facilitate communication with external stakeholders and partner organizations. PII will not be shared with other organizations as a standard practice. There will be exceptions in extenuating circumstances, such as when the HHS Secretary declares an emergency. This message will be updated when changes to PII policy are implemented. Please contact BDR_Admin_Inbox@hhs.gov with any questions or concerns.*

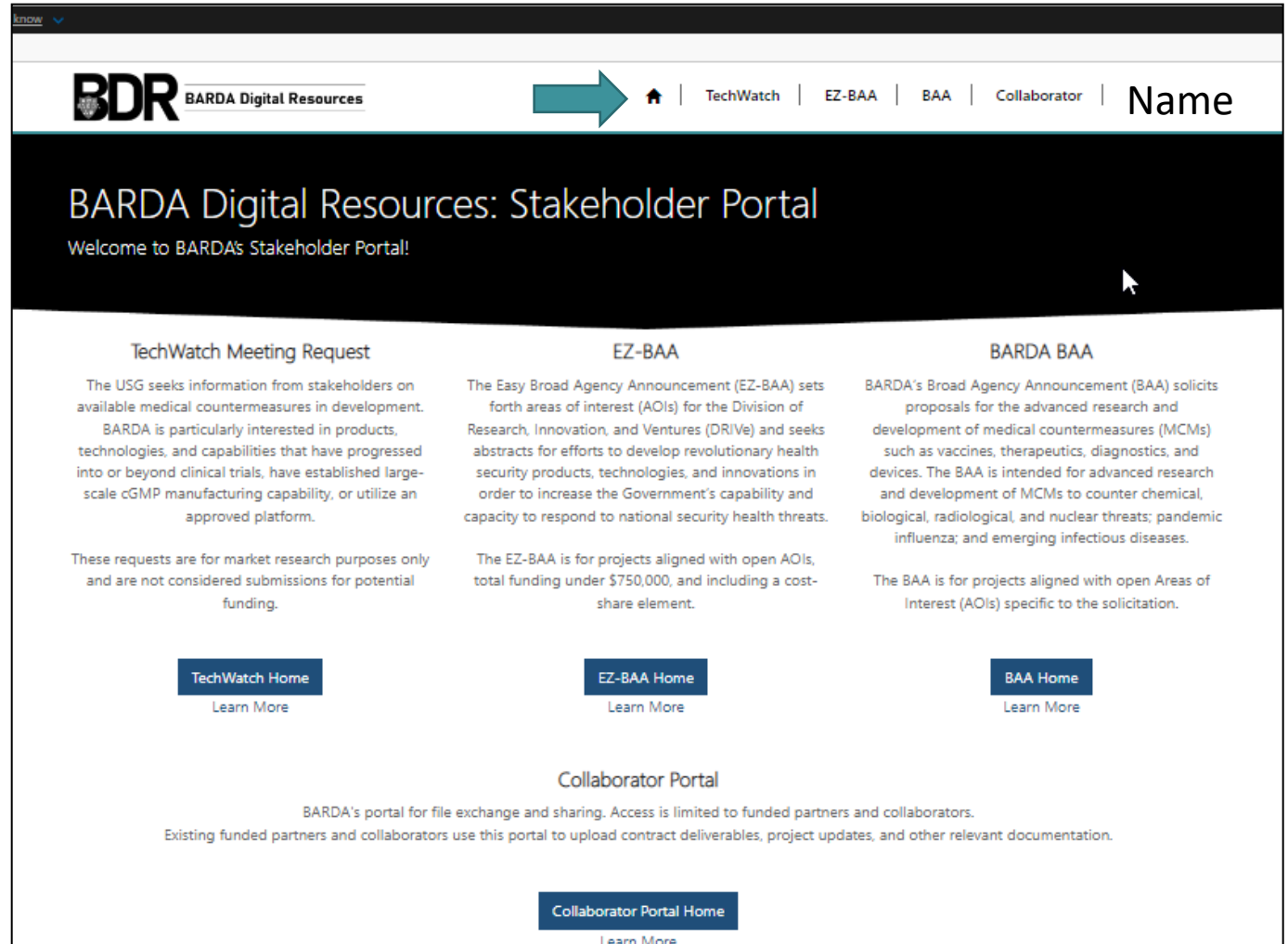


Accept

Cancel

BDR Portal Landing Page

- After logging in, the BDR Portal landing page is presented.
- From the landing page, a user can access the following:
 - TechWatch
 - EZ-BAA
 - BAA
 - Collaborator Portal
- Navigate back to the BDR Portal landing page by clicking the **home icon** (🏠) on the top navigation toolbar.



The screenshot displays the BDR Portal Landing Page. At the top, the BDR logo and 'BARDA Digital Resources' are visible. A navigation toolbar includes a home icon (🏠), 'TechWatch', 'EZ-BAA', 'BAA', 'Collaborator', and 'Name'. The main heading is 'BARDA Digital Resources: Stakeholder Portal' with a sub-heading 'Welcome to BARDA's Stakeholder Portal!'. The page is divided into three columns: 'TechWatch Meeting Request', 'EZ-BAA', and 'BARDA BAA'. Each column contains a brief description and a 'Learn More' button. Below these columns is a section for the 'Collaborator Portal' with a 'Learn More' button.

BAA Submission Dashboard

- Clicking **BAA Home** takes you to BAA Submissions Dashboard.
- Submitted and in-progress Market Research Abstracts and/or Proposals are displayed.
- Click on the **New Market Research Abstract** or **New Proposal** button to submit a New Market Research Abstract or New Proposal.
- Click an **existing submission title** to open it.

The screenshot displays the BDR BARDA Digital Resources BAA Submission Dashboard. The page is titled "Home > BAA Submissions". It features two main sections: "Market Research Abstracts" and "Proposals".

Market Research Abstracts: This section includes a filter menu on the left with options: Started, Submitted, In Review, Invited to Submit Proposal, and Rejected. An "Apply" button is located below the filter menu. A table of submissions is displayed on the right, with columns: Title, Submission ID, Organization, Primary Contact, Submission Status, Submitted Date, Submitted By, and Created On. A "New Market Research Abstract" button is circled in red in the top right corner of this section. The table contains one entry: "February 2 MRA" with Submission ID "BDR-BAA-44.9.2-2024-1198", Organization "Training", Primary Contact "Invited to Submit Proposal", Submitted Date "2/6/2024", Submitted By "2/6/2024 9:44 AM", and Created On "2/6/2024 9:44 AM".

Proposals: This section includes a filter menu on the left with options: Started, Submitted, In Review, Rejected, and Complete. An "Apply" button is located below the filter menu. A "New Proposal" button is circled in red in the top right corner of this section. The table below the filter menu is empty, with the text "There are no records to display."



For faster navigation and easier querying, filter submissions by clicking a status filter from the left-hand filter menu, then click **Apply**.

Submitting a Market Research Abstract

Module 3 – Submitting a Market Research Abstract

Creating Market Research Abstract Submission

- From the BAA Submissions Dashboard, start a new market research abstract submission by clicking the **New Market Research Abstract**.

Home > BAA Submissions

Market Research Abstracts

Filter by Submission Status

- Started
- Submitted
- In Review
- Invited to Submit Proposal
- Rejected

Apply

Title	Submission ID	Organization	Primary Contact	Submission Status	Submitted Date	Submitted By	Created On ↓
There are no records to display.							

[New Market Research Abstract](#)

Contact Tab

- The **Contact** tab displays Basic Info from the user profile data. Confirm or modify as appropriate.
- Confirm or click an organization by clicking the **organization dropdown** or
- Associate a new organization using **Add Organization**.

The screenshot shows a navigation bar with five tabs: Contact, Organization, Market Research Abstract, Documents, and Submit. The 'Contact' tab is active. Below the navigation bar is the 'About You/Basic Info' section. It contains several input fields: 'First Name *' (Test), 'Middle Name or Initial' (empty), 'Last Name *' (Tester), 'Email Address *' (Test@tester.com), 'Primary Phone *' (empty), and 'US Citizenship *' (Select). There is also an 'Organization *' dropdown menu with 'Training' selected and an 'Organization Website' text input field. A teal arrow points from the 'Add Organization' button to the 'Organization Website' field. Another teal arrow points from the 'Add Organization' button to the 'Organization *' dropdown menu. At the bottom, there is an 'Add an Organization' section with a blue 'Add Organization' button and a 'Help' section with a blue 'Get Help' button. A teal arrow points from the 'Add Organization' button to the 'Add an Organization' text.

Contact Organization Market Research Abstract Documents Submit

About You/Basic Info

First Name * Middle Name or Initial Last Name *

Email Address * Primary Phone * US Citizenship *

Organization * Organization Website

Add an Organization Help

If you are not associated to any organizations yet, you can click the Add an Organization button to add your Organization Not sure how to find or create your organization? Here are instructions on all the details you need to get started

Add Organization Get Help

Add New Organization

- After clicking **Add Organization** complete required information. Use the dropdowns to indicate **Organization Type** and **Legal Structure**.
- Once submitted, a window will show **Organization has been created successfully**. Click **close**.

The image shows a 'New Organization' form with several fields and dropdown menus. The 'Organization Type' and 'Legal Structure' dropdowns are open, showing a list of options including Association, First Responders, Healthcare Providers, Industry, Information Technology (IT), Bioinformatics, Biotechnology, Biopharmaceutical, Pharmaceutical, Local Government, State Government, Federal Government, U.S. Defense Agency, Media/Public Relations, Non-Profit, Legal, Other, Academia, and International Governments. The 'Primary Worksite Address' section includes fields for Street 1, Street 2, City, and State/Province. Below these are fields for ZIP/Postal Code and Country/Region. A 'Submit' button is at the bottom left. A success message box is overlaid on the bottom right, containing a green checkmark icon, the text 'Organization has been created successfully.', and a 'close' button with a blue arrow pointing to it.

Complete Contact Tab

- Review and confirm the Organization was added and that all information on the **Contact** tab is correct then click **Next**.

Contact

Organization

Market Research Abstract

Documents

Submit

About You/Basic Info

First Name *
Test

Email Address *
Test@tester.com

Organization *
Training

Add an Organization

If you are not associated to any organizations yet, click the Add Organization button to add your organization.

Add Organization

Contact

Primary Position/Title
[Text Field]

Contact Type
[Dropdown Menu]

How did you learn about the BARDA BAA? (Check all that apply)

- A colleague
- Advocacy group
- ASPR.hhs.gov
- BARDA event
- BARDA Industry Day
- MedicalCountermeasures.gov
- DRIVE Accelerator
- DRIVE.hhs.gov
- News article or blog
- Scientific conference
- Scientific publication
- Social Media
- Other

Would you like to be added to the email list for future BARDA events?
 No Yes

Next



How did you learn about the BARDA BAA? question doesn't specify that it is required but must be filled out prior to advancing.

Organization Tab

- The **Organization** tab displays Organization data; ensure required data fields are populated.
- Some Organization data will prepopulate; this data can be modified.
- After entry and review is complete, click **Next** or
- Click **Save & Close** to continue entering data at another time.

Home > Market Research Abstract :

Contact Organization Market Research Abstract Documents Submit

Organization Address

Organization Street 1 *
202 Washington

Organization Street 2

Organization City *
DC

Organization State/Province *
DC

Organization ZIP/Postal Code *
22222

Organization Country/Region *
usa

Organization Information

Organization Type *

Minority Owned Business *
Veteran Owned Business *

Woman Owned Business *
Other Socio-Economic Status *

Number of Employees *

Annual Revenue *

Is the organization registered in SAM?
 No Yes

Reason for not being registered in SAM.gov? *

SAM UEI (Unique Entity Identifier)

DUNS Number
123456789

CAGE Code
12345

NAICS Code

Legal Structure *

Have you previously applied to BARDA for the same or a substantially similar project? *

Save & Close Next



SAM Unique Entity Identifier (UEI) is not required for Market Research Abstract submission--it is required for Proposal submission.

Market Research Abstract Tab

- The **Market Research Abstract** tab displays submission-related data; ensure required fields are populated.
- To add Key Personnel, click **Add**, fill in the requested information, click **Submit** or **Submit & Create New**.
- To add Key Organizations, click **Add**, fill in the requested information, click **Submit** or **Submit & Create New**.
- After entry and review is complete click **Next** or
- Click **Save & Close** to continue entering data at another time.

The screenshot shows the 'Market Research Abstract' form with several sections and callouts:

- Contact** and **Organization** tabs are visible at the top.
- Funding Details** section includes:
 - Project Title * (Release Update)
 - Solicitation * (TEST-BAA-18-100-SOL-00003)
 - Area of Interest * (CBRN Vaccines)
 - Primary Contact
 - Technical POC * (Add Technical POC)
 - Provide a short non-proprietary description (0 words)
 - Product Type *
- Funding Details** section includes:
 - Amount Requested from BARDA * (US\$)
 - Contractor Contributed Resources * (US\$)
 - Total Project Cost * (US\$)
 - Contractor Contribution (%)
 - Proposed Period of Performance Start (3/6/2024)
 - Proposed Period of Performance End (M/D/YYYY)
 - Duration (months) (0)
 - Do you own or have the rights to the intellectual property required to carry out the proposed project? *
- Conflict of Interest** section: "Provide a list of Key personnel that would be involved in this project. This list will be presented to reviewers to ensure they do not have a conflict of interest. *". Callout: **Add**.
- Key Organizations** section: "Provide list of Key Organizations that may be involved with this submission *". Callout: **Add**.
- Key Personnel** section: "Provide a list of Key personnel that would be involved in this project. This list will be presented to reviewers to ensure they do not have a conflict of interest. *". Callout: **Add**.
- Key Personnel** form (popup):
 - First and Last Name *
 - Organization
 - Job Role/Title
 - Note
 - Buttons: **Submit**, **Submit & Create New**
- Navigation**: **Save & Close** and **Next** buttons are circled in the bottom right.

Documents Tab

- Within the **Documents** tab, upload documents relevant to the submission such as a Quad Chart.
- To add a file(s):
 - Click **Technical Proposal**.
 - Click **Add files**.
 - Click **Choose files**.
 - Locate file(s), click **Open**.
 - Confirm file has been added to the Add files window. Click **Add Files**.
 - Repeat as necessary.
- Click **Next** when done or
- Click **Save & Close** to continue at another time.

The screenshot illustrates the process of uploading documents in the BARDA submission system. It shows a breadcrumb trail: Home > Market Research Abstract : Training. Below this is a navigation bar with buttons for Contact, Organization, Market Research Abstract, Documents (highlighted), and Submit. The main content area displays 'Market Research Abstract Document Templates' and 'Upload Documents'. A file list shows a folder named 'Technical Proposal'. An 'Add files' dialog box is open, showing a 'Choose files' button and a warning about special characters. The 'Destination' is set to '/Technical Proposal/'. The 'Add Files' button is highlighted with a red circle. Below the dialog, the 'Save & Close' and 'Next' buttons are also highlighted with a red circle. A red arrow points from the 'Add Files' button in the dialog to the 'Add files' button in the main interface.

Submit Tab

- Within the **Submit** tab, review all the data and documents entered.
- Review the submission data, ensuring the required data fields are accurate and populated.
- After the review is complete, confirm submission data via the **checkbox** at the bottom of the tab and click **Submit**.

Home > Market Research Abstract : test abstract

Contact Organization Market Research Abstract Documents **Submit**

About You/Basic Info

First Name * Middle Name or Initial Last Name *

Email Address *

Organization *
Test Org 987

Documents

Name ↑	Modified
Technical Proposal	15 minutes ago

Review & Submit

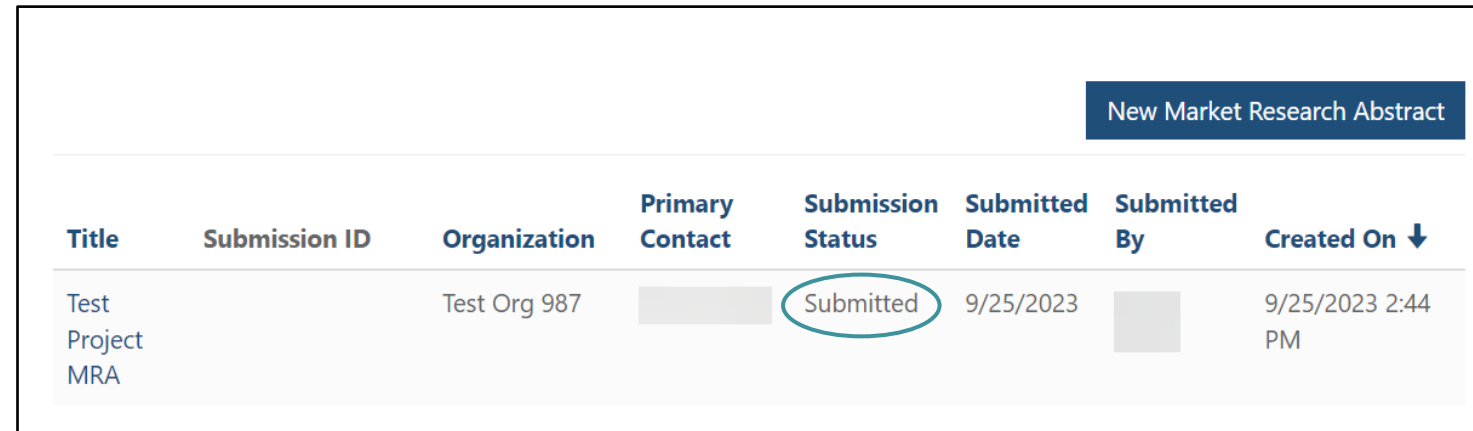
By clicking submit, you are confirming that all fields and documentation provided are final. Following submission, the market research abstract will be reviewed by a BARDA team member and you will be notified progression of the review.

Submitted By *

Submit

Market Research Abstract – Submission Complete

- After completing the submission of the Market Research Abstract within the **Submit** tab, the user is directed back to the Submission dashboard where the new record is displayed with a **Submitted** status.
- The Applicant will receive a system generated notification confirming that the submission has been received.
- The market research abstract submission process is now complete.



New Market Research Abstract

Title	Submission ID	Organization	Primary Contact	Submission Status	Submitted Date	Submitted By	Created On ↓
Test Project MRA		Test Org 987		Submitted	9/25/2023		9/25/2023 2:44 PM



The Submission ID may take a few minutes to populate. Refresh the screen if needed.

Submitting a Proposal

Module 4 – Submitting a BAA proposal

Submitting a BAA Proposal

- From the BAA Submissions Dashboard, start a proposal submission by clicking **New Proposal**.

Home > BAA Submissions

Market Research Abstracts

Filter by Submission Status

- Started
- Submitted
- In Review
- Invited to Submit Proposal
- Rejected

Apply

New Market Research Abstract

Title	Submission ID	Organization	Primary Contact	Submission Status	Submitted Date	Submitted By	Created On ↓
There are no records to display.							

Proposals

Filter by Submission Status

- Started
- Submitted
- In Review
- Rejected
- Complete

Apply

New Proposal

Title	Submission ID	Organization	Primary Contact	Submission Status	Submitted Date	Submitted By	Created On ↓
There are no records to display.							

Contact Tab

- The **Contact** tab will be pre-populated with information in your Profile.
- Changes can be made on this screen, all required fields must be populated. Steps to add a new organization are provided on next 2 slides.
- After entry and review is complete, click **Next**.



How did you learn about the BARDA BAA? question doesn't specify that it is required, but it has to be filled out prior to advancing.

Home > BAA Proposal :

Contact Organization Proposal Team Documents Submit

About You/Basic Info

First Name *

Email Address *

Organization *
Test Org 987

Contact

Primary Position/Title

Contact Type

How did you learn about the BARDA BAA? (Check all that apply)

- A colleague
- Advocacy group
- ASPR.hhs.gov
- BARDA event
- BARDA Industry Day
- MedicalCountermeasures.gov
- DRIVE Accelerator
- DRIVE.hhs.gov
- News article or blog
- Scientific conference
- Scientific publication
- Social Media
- Other

Would you like to be added to the email list for future BARDA events?
 No Yes

Find an Organization
If you are not associated to any organizations yet, you can search for your organization using a SAM UEI, DUNS

Add New Organization

- After clicking **Add Organization** complete required information. Use the dropdowns to indicate **Organization Type** and **Legal Structure**.
- Once submitted, a window will show **Organization has been created successfully**. Click **close**.

The image shows a 'New Organization' form with several dropdown menus open. The 'Organization Type' dropdown is open, showing options: Association, First Responders, Healthcare Providers, Industry, Information Technology (IT), Bioinformatics, Biotechnology, Biopharmaceutical, Pharmaceutical, Local Government, State Government, Federal Government, U.S. Defense Agency, Media/Public Relations, Non-Profit, Legal, Other, Academia, and International Governments. The 'Legal Structure' dropdown is also open, showing the same list of options. The 'Primary Worksite Address' section includes fields for Street 1, Street 2, City, and State/Province. Below these are fields for ZIP/Postal Code and Country/Region. A 'Submit' button is at the bottom left. A success message box is overlaid on the bottom right, containing a green checkmark icon, the text 'Organization has been created successfully.', and a 'close' button with a blue arrow pointing to it.

Organization Tab



SAM Unique Entity Identifier (UEI) is required for proposal submission.

- Within the **Organization** tab enter all fields, ensuring the required data fields are populated.
- After entry and review is complete, click **Next** or
- Click **Save & Close** to continue entering data at another time.

Home > BAA Proposal :

Contact Organization Proposal Team Documents Submit

Organization Address

Organization Street 1
232323 Test Street

Organization Street 2

Organization City *
Arlington

Organization State/Province
VA

Organization ZIP/Postal Code
22225

Organization Country/Region *
United States

Worksite Address

Same as Organization
 No Yes

Street 1
123 Avenue A

Street 2

City
Any City

State/Province
TX

ZIP/Postal Code
77339

Country/Region
USA

Organization Information

Organization Type *

Minority Owned Business *

Woman Owned Business *

Number of Employees *

Annual Revenue *

Is the organization registered in SAM?
 No Yes

Reason for not being registered in SAM.gov? *

SAM UEI (Unique Entity Identifier)

DUNS Number
123456789

CAGE Code
12345

NAICS Code

Legal Structure *

Have you previously applied to BARDA for the same or a substantially similar project? *

Save & Close Next

Proposal Tab

- Within the **Proposal** tab enter all fields, ensuring the required data fields are populated.
- Associate the Proposal to a related Market Research Abstract, if applicable, by clicking on the **search icon** (🔍), click the **checkbox** next to a Market Research Abstract, click **Select**.
- After entry and review is complete, click **Next** or
- Click **Save & Close** to continue entering data at another time.

The screenshot shows the 'BAA Proposal' form with a 'Lookup records' modal open. The form fields include Project Title, Solicitation (TEST-BAA-18-100-SOL-00003), Area of Interest (BAA Test AOI - Therapeutics), Primary Contact, and Technical POC. The lookup records modal displays a table of records with columns for Submission ID, Title, Proposal Type, Organization, Area of Interest, Primary Contact, Technical POC, Submitted Date, Submission Stage, and Submission Status. A 'Select' button is circled in the modal. The 'Conflict of Interest' section is also visible, with 'Save & Close' and 'Next' buttons circled at the bottom.

Home > BAA Proposal :

Contact Organization **Proposal** Team Documents Submit

Proposal

Project Title *

Select related submitted Market Research

Test Project MRA

Solicitation *

TEST-BAA-18-100-SOL-00003

Area of Interest *

BAA Test AOI - Therapeutics

Primary Contact

Technical POC *

Add Technical POC

Provide a short non-proprietary Project Description

1 words

Lookup records

Submission ID	Title	Proposal Type	Organization	Area Of Interest	Primary Contact	Technical POC	Submitted Date ↓	Submission Stage	Submission Status
<input type="checkbox"/> BDR-BAA-04.15.22-2023-1765	test	Market Research Abstract	Test Org 987	BAA Test AOI - Therapeutics			9/27/2023		Submitted
<input type="checkbox"/> BDR-BAA-04.15.22-2023-1764	Test Project MRA	Market Research Abstract	Test Org 987	BAA Test AOI - Therapeutics			9/25/2023		Submitted

Select Cancel Remove value

Conflict of Interest

Key Personnel

Provide a list of Key personnel that would be involved in this project. This list will be presented to reviewers to ensure they do not have a conflict of interest. *

First and Last Name ↑	Organization	Job Role/Title	Note	Created On
Test User	Test	Test	Test	9/28/2023 8:36 AM

Key Organizations

Provide list of Key Organizations that may be involved with this submission *

Organization ↑	Created On
test org 3	9/28/2023 8:37 AM

Save & Close Next

Team Tab

- On the **Team** tab, Team Members and Prime/Sub-Contractors can be added.
- To add a Team Member, click **Add**, fill in the requested information, then click **Submit**.
- To add a Prime/Sub-Contractor, click **Add**, fill in the requested information, then click **Submit**.
- After entry and review is complete, click **Next** or
- Click **Save & Close** to continue entering data at another time.

The screenshot displays the 'Team Tab' interface. At the top, a navigation bar contains buttons for 'Contact', 'Organization', 'Proposal', 'Team' (the active tab), 'Documents', and 'Submit'. Below this, the 'Team Members' section is visible, featuring a table with columns for 'First Name' and 'Last Name'. A 'Submit' button is circled in blue. To the right, a form titled 'Enter the Team Member's email address' includes input fields for 'First Name', 'Last Name', and 'Email Address', along with an 'Add' button and a teal arrow pointing to it. Below the 'Team Members' section, the 'Prime/Sub-Contractors' form is partially visible, containing fields for 'Organization', 'Prime/Sub' (with a dropdown for 'Subcontractor'), 'Start Date', 'End Date', 'Scope of Work', 'Amount Requested from BARDA', and 'Contractor Contributed Resource'.

Documents Tab

- Within the **Documents** tab, upload documents relevant to the Proposal submission.
- To add a file(s):
 - Click **Cost Proposal**.
 - Click **Add files**.
 - Click **Choose files**.
 - Locate file(s), click **Open**.
 - Confirm file has been added to the Add files window. Click **Add Files**.
 - Repeat as necessary.
- Repeat steps for **Technical Proposal**.
- Click **Next** when done or
- Click **Save & Close** to continue at another time.

The screenshot illustrates the process of uploading documents in the BARDA BAA submission system. At the top, a breadcrumb trail shows 'Home > Market Research Abstract : Training'. Below this is a navigation bar with buttons for 'Contact', 'Organization', 'Market Research Abstract', 'Documents' (highlighted in blue), and 'Submit'. The main content area displays 'Market Research Abstract Document Templates' and 'Upload Documents'. A table lists folders: 'Cost Proposal' and 'Technical Proposal'. A modal window titled 'Add files' is open, showing a 'Choose files' button, a warning about special characters, a 'Destination' field set to '/Technical Proposal/', and 'Add Files' and 'Cancel' buttons. A 'Save & Close' button is also visible. Arrows indicate the flow from the 'Add files' button in the main interface to the modal, and from the 'Add Files' button in the modal to the 'Save & Close' button.

Submit Tab

- Within the **Submit** tab, all data and documents entered are presented.
- Review the submission data, ensuring the required data fields are accurate and populated.
- Under the Review & Submit section click the **checkbox** to confirm submission data is final, then click **Submit**.

Home > BAA Proposal :

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Review & Submit

By clicking submit, you are confirming that all fields and documentation provided are final. Following submission, the market research abstract will be reviewed by a BARDA team member and you will be notified progression of the review.

Submitted By *

Submit

Proposal – Submission Complete

- After completing the submission within the **Submit** tab, the user is directed back to the Submission dashboard where the proposal is displayed with a status of **Submitted**.
- The applicant will receive a system generated notification confirming that the submission has been received.
- The proposal submission process is now complete.

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The Submission ID may take a few minutes to populate. Refresh the screen as needed.

BDR BARDA Digital Resources
Administrative Inbox

This is an automated notification from the BARDA Digital Resources (BDR) Portal and replies to this inbox are not monitored.

Hello [redacted]

Thank you for submitting a Proposal to BARDA's Broad Agency Announcement (BAA) BAA-000100 solicitation. We truly appreciate the time and energy that your organization has spent to advance innovation and make a difference. Our team will review your submission and you will be notified when a decision has been made.

- [BDR-BAA-7.7.7-2023-0044](#)

For any questions about your submission, please reach out to the BARDA Contracting Resource Mailbox: BARDA-BAA@hhs.gov. Please reference the above Submission ID.

Thank you,
BARDA Digital Resources Team
For assistance with the BDR Portal, please contact [BDR Admin Inbox \(OS/ASPR\)](#)



Questions?

For any assistance using the BDR Portal, please reach out to [BDR Admin Inbox@hhs.gov](mailto:BDR_Admin_Inbox@hhs.gov)